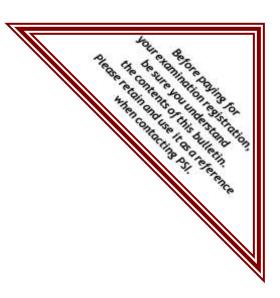


PSI Services LLC 3210 E Tropicana Las Vegas, NV 89121 https://home.psiexams.com/#/home examschedule@psionline.com (855) 744-0310



ARIZONA REGISTRAR OF CONTRACTORS



RESIDENTIAL AND COMMERCIAL CONTRACTOR LICENSE EXAMINATIONS CANDIDATE INFORMATION BULLETIN

Links to trade-specific contents outlines may be found on pages 13 thru 16

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Please refer to our website to check for the most updated information at www.psiexams.com



EXAMINATIONS

This Candidate Information Bulletin provides you with information about the examination and application process for Contractors Licensure in the State of Arizona.

GUIDELINES FOR LICENSURE

HOW TO OBTAIN A LICENSE

Visit AZ ROC online and use the License Classification Requirements form to determine which examination(s) you are required to take. If you need help finding the form you can give AZ ROC's Licensing Department a call.

Phone: 1-877-692-9762 https://roc.az.gov/

Upon completion of all licensing requirements, including passing the necessary examination(s), submit a completed license application and your **original** score report to AZ ROC for processing within two years from the date of passing the examination. Licensing applications cannot be accepted until all examination requirements have been completed.

Exam requirements must be completed by the person who will act as the Qualifying Party as defined in Arizona Revised Statute §32-1127.

There are specific conditions in which an exam waiver for the trade exam and SRE may be granted. For questions about exams or exam waivers, please call ROC's Licensing Department at 1-877-692-9762.

TRAINING COURSE (SRE) BY AZ ROC

The AZ Statutes and Rules Training Course and Exam (SRE) is a computer-based training where applicants learn applicable Arizona statutes and rules and are tested on what they learned throughout the training. This course and is provided and maintained by AZ ROC.

This course is also required for new license applicants who were not previously listed as the qualifying party on another Arizona contractors' license.

For questions about exams or exam waivers, please call ROC's Licensing Department at 1-877-692-9762.

SRE EXAMINATION SCHEDULING PROCEDURES

The cost of the AZ Statutes and Rules Training Course and Exam (SRE) is \$54. The SRE is only available online and can be purchased here.

TRADE-SPECIFIC EXAMINATIONS BY PSI

In addition to the AZ Statutes and Rules examination, you may also be required to pass a second test covering the specific trade for which you are applying, and a third examination for solar. To determine if you are required to pass a trade examination and/or solar examination, refer to the License Classification Requirements form RC-L-206B found on the ROC's Web site at https://roc.az.gov/.

The trade-specific and solar-specific content outlines are available from PSI for each examination. Content outlines indicate the examination time limit, subject area and the number of items in each area. It also provides a list of references. To view the content outline for your specific examination, click on a link on the following page or call Customer Service at (855) 744-0310.

The Arizona Registrar of Contractors (AZ ROC) has contracted with PSI to conduct its trade examination program. PSI provides examinations through a network of computer examination centers in Arizona and in many areas throughout the United States. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.



TRADE-SPECIFIC EXAMINATION SCHEDULING PROCEDURES

The following fee table lists the applicable fee for each examination. The fee is for <u>each</u> examination, whether you are taking the examination for the first time or repeating.

- **2** Candidates must wait 30 days before retaking the examination they did not pass.
- **\()** Candidates are allowed 3 attempts to pass each examination. Attempting the test, a 4th and subsequent time, there is then a 90-day waiting period between schedules.

One Examination \$66
Two Examinations \$116
Solar Portion ONLY \$40

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR.

ONLINE SCHEDULING (HTTPS://HOME.PSIEXAMS.COM/#/HOME)

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI's registration Website: Click Here

1. Select "SIGN UP" to create an account.

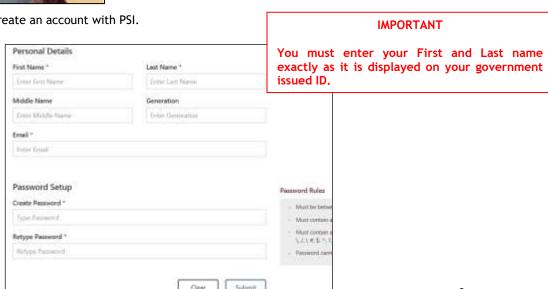


2. On a mobile phone, you need to select the icon on the top left corner. Then select "SIGN UP" to create an account.



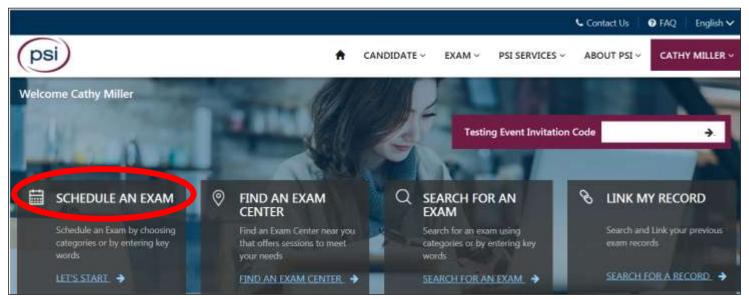


3. You will be prompted to create an account with PSI.



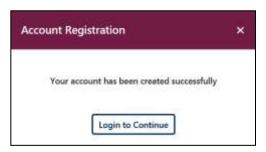


4. After you submit the form, you will get a message that your account was created successfully. Click on "Login to Continue".



Note: The username is the email address you entered when creating the account.

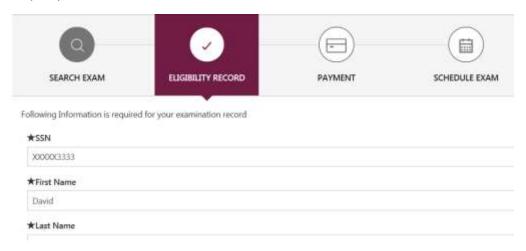
5. You are now ready to schedule.



6. Select the Organization and the Test.

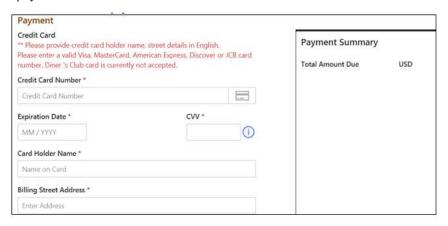


7. You will enter your personal information

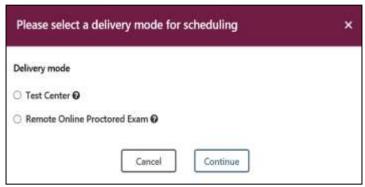




8. You will now enter payment.



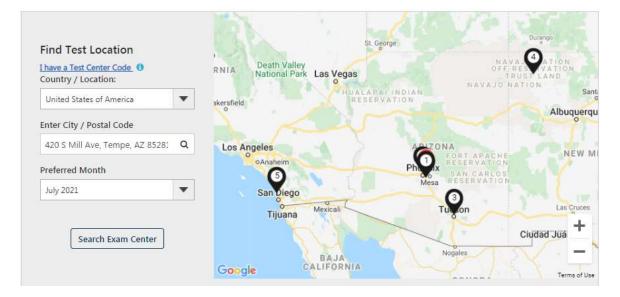
9. You will now select if you want to test at a PSI test site or Remotely proctored online from a computer at a remote location.



Click here for a demo of testing from your own personal laptop or computer.

DELIVERY MODE TEST CENTER

Enter the "City or Postal Code" and select "Preferred Month" to take the Exam. Then select "Search Exam Center".

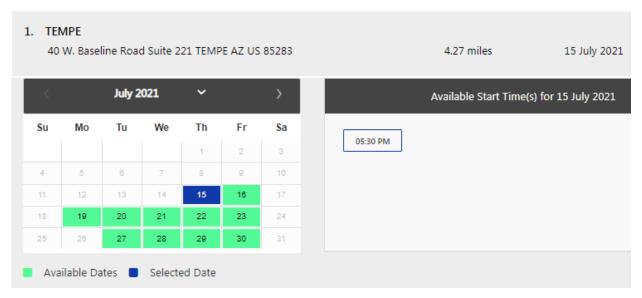




Click on the preferred test site.



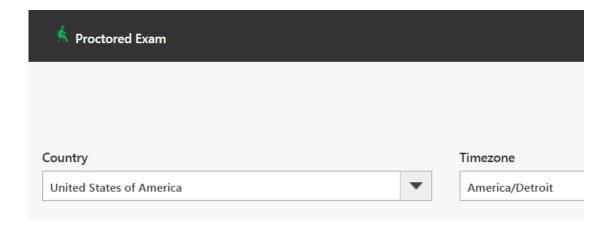
Then click on the date and time to make an appointment to take the Exam.



You are now scheduled and will receive an email confirmation.

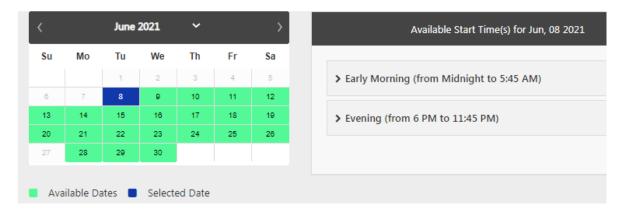
DELIVERY MODE REMOTE ONLINE PROCTORED EXAM

Select Country and Time zone.





Select the date and time you will be taking the exam.



DO NOT HIT CONTINUE. YOU MUST FIRST CHECK THE COMPATIBILTY OF YOUR COMPUTER to include Audio/Video Check, Webcam Check and System Check. You must use Google Chrome Browser. Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam by clicking here.

If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support team at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by <u>clicking here</u>.



TELEPHONE REGISTRATION

Call (855) 744-0310, PSI registrars are available to receive payment and to schedule your appointment for the examination. Please call Monday through Friday between 4:30 am and 7:00 pm, and Saturday-Sunday between 8:00 am and 2:30 pm, Pacific Time.

RETAKING A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. You may access a registration form at www.psiexams.com. You may also call PSI at (855) 744-0310.

- **\(\)** Candidates must wait 30 days before retaking the examination they did not pass.
- **2** Candidates are allowed 3 attempts to pass each examination. After 3 failed attempts, they must wait 90 days before retaking the examination they did not pass.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 744-0310 or use the PSI website.

Note: A voicemail or email message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (855) 744-0310. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

TRADE EXAMINATION SITE LOCATIONS (IN-PERSON TESTING)

FLAGSTAFF

Northern Arizona University Du Bois Building 64, Room 140 306 E. Pine Knoll Drive Flagstaff, AZ 86011

Directions from 117/I 40: Take exit 341 to McConnell Drive. Turn south onto Pine Knoll, and follow to address. Refer to NAU Parking Services https://nau.edu/Parking-Shuttle-Services/Guest-Parking/ for parking requirements and nearby locations.

GLENDALE

Glendale-Arizona Flight Training Center - Glendale Airport 6799 N Glen Harbor Blvd Glendale, AZ 85307

From AZ Loop 101 and Glendale Ave (Exit 133), go West approx. 1 mile to Glen Harbor Blvd. Then head South about 1/2 mile - the airport is on the left side of the street. The test center is in the Arizona Flight Training Center.



PHOENIX

722 E Osborn, Suite 330

Phoenix, AZ 85014

From AZ-51 S - Take exit 3 for Indian School Rd. Keep right at the fork, follow signs for VA Medical Center, and then merge onto E Indian School Rd. Turn left onto N 16th St and go about ½ mile. Turn right onto Osborn Rd and go 1 mile. The building will be on the right.

From AZ-51 N - Take exit 2 towards Thomas Rd/20th St. Go straight about .6 miles then take a slight right towards N 20th St. Go about .3 miles then turn left onto E Osborn Rd. Go 1.5 miles and the building will be on the right.

TEMPE

Mill Avenue Business Center 40 W. Baseline Road, Suite 221 Tempe, AZ 85283 Just WEST of Mill Ave on the NORTH side of Baseline Road.

TUCSON

2601 N. Campbell Avenue, Suite 201-3

Tucson, AZ 85719

From Grant Road, go NORTH on Campbell about ¼ mile. Building is located on the NORTHWEST corner of Copper Street and Campbell Ave. Turn WEST on Copper Street to reach the parking lot.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. Once you have paid for the examination, enter your zip code and a list of the testing sites closest to you will appear.

REPORTING TO THE TRADE EXAMINATION SITE

On the day of your scheduled examination, you should arrive at least 30 minutes before your appointment. This extra time is for signin and identification and familiarizing you with the test process. If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.

REQUIRED IDENTIFICATION

You must provide 1 form of identification. The identification must match the name you scheduled with.

NOTE: ID must contain candidate's signature, photo, be valid and unexpired.

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

SECURITY PROCEDURES

The following examination protocols apply during any examination. PSI may pause or terminate an examination at any time. Failure to follow the examination protocol, may result in the disqualification of examination results, prohibition from taking future examinations, and may lead to legal action.

You will be given a piece of scratch paper and a pencil. You will return the scratch paper and pencil during check-out.

Prohibited Items:

- Electronic devices of any type, including but not limited to; cellular phones, cameras, computers of any type (e.g., laptops, tablets, iPads), earbuds, electronic games, electronic watches, handheld calculators, headsets, mobile devices, music players (e.g., iPods), pagers, radios, recording devices (audio or video), smart watches, televisions, etc.).
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Bulky or loose clothing or coats including but not limited to, open sweaters, cardigans, shawls, scarves, vests, jackets and coats.
 - In the event you are asked to remove bulky or loose outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- Other personal items, including but not limited to; backpacks, briefcases, chewing gum, drinks, food, good luck items, notebooks, paper or other materials on which to write, pens, pencils or other writing devices, purses, reading material, smoking or chewing products, wallets, etc.



Prohibited Behavior:

- Giving or receiving assistance on an examination.
- Copying or communicating examination content.
- Using outside references or resources during an exam, examples:
 - Browsing other local resources.
 - o Browsing the internet.
 - Attempting to use a computer or computer program not provided or approved by PSI.
 - o Attempting to use a telephone or mobile device.
 - Using notepad on the computer.
 - Using an application on the computer not provided by PSI.
- Engaging in disruptive behavior during check-in or during an exam, examples:
 - Acting in an inappropriate manner.
 - Using abusive language.
 - Speaking aloud.
 - Causing noise unrelated to keyboard typing.
- Engaging in prohibited behavior during check-in or during an exam, examples:
 - o Reading questions out loud.
 - Leaving the room without proctor approval.
 - Using instant messaging, or other electronic communication.
 - o Capturing a picture or video of exam items.
 - o Attempting to use telephone or mobile device.
 - Obstructing the proctor's view (camera or in person).
 - Having inappropriate materials on desktop (explicit).
 - o Changing spaces during the exam without proctor approval.
 - Not focusing eyes on the screen.

During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.

No prohibited items are allowed within the candidate's reach or line of sight. If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle for test center exams. PSI will not be responsible for the security of any personal belongings or prohibited items.

• Any candidate seen giving or receiving assistance on an examination, found with prohibited items, or displaying prohibited behavior or violating any security regulations will have his or her examination terminated, and be asked to surrender all examination materials. All such instances will be reported to the examination sponsor.

Additional protocols for testing at a testing center, include but not limited to:

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues, or instructors.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination.

Additional protocols for remote online proctored exams, include but not limited to:

- Temporarily moving out of the camera's line of sight.
- Candidates are not allowed to have scratch paper.
- Adequate lighting for the proctor to see candidate's activity.
- Internet service must be sufficient to administer the exam, see page 12 for requirements.
- Web camera must be placed for ideal viewing by the proctor.
- Candidate may not change computers during the exam.
- Candidate may not change spaces during the exam.
- Candidate must follow proctor instructions, which may include, but are not limited to:
 - Keeping hands on the desktop.
 - Keeping eyes on the computer screen.
 - Not fidgeting during the exam.
 - Keeping hands away from face.
- Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that talking/whispering/mouthing is not allowed during exam.
- Breaks are NOT allowed during remote online proctored examinations. If you believe you cannot complete your examination without a break, please do not register for remote online proctored examinations.



TAKING THE TRADE EXAMINATION BY COMPUTER AT A PSI TEST CENTER (IN-PERSON TESTING)

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers. The "Function Bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.

EXAM QUESTION SCREEN

The "Function Bar" at the top of the test question screen provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.



EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored. However, these questions will count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the ROC, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking on the Comments link on the function bar of the test question screen. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. This is the only review of examination materials available to candidates.

SCORE REPORTING

Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type. If you do not receive your emailed score report, you may print it from your online account.

Candidates taking a remotely proctored exam: you must select to end both the exam portion and survey portion of your test in order to receive your on-screen results and emailed score report.



TAKING YOUR TRADE EXAMINATION ONLINE USING YOUR OWN PERSONAL COMPUTER OR LAPTOP

Proctors for online testing will communicate with candidates on-screen during the test and pause the exam whenever unauthorized persons or activity appear on video monitors or in audio recordings. The proctor will pause the exam whenever a candidate leaves the testing station, or an interruption occurs. The proctor may end the test if an interruption is not corrected appropriately. Immediate on-screen results will be displayed on your screen once you complete your exam AND the survey following the exam. Paper score reports will not be available upon completion of the exam for this remotely proctored location.

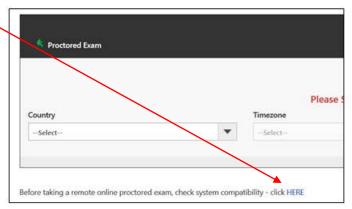
Some examinations are open book and allow reference material to be used while testing. You will flip thru the pages of the allowed reference(s) to the camera, to confirm there are no unapproved objects or loose-leaf papers in the guide. The references must stay on your tabletop at all times. You will not be provided with scratch paper and may not use a writing device.

Before your exam begins, please be aware of the following testing rules:

- ✓ Please be reminded that earbuds, earphones, hats, caps, hood, shades or anything that can be placed on the head or face is NOT allowed.
- ✓ Food, Drinks, or Breaks are not allowed. All personal items must be removed from the work area.
- Candidates are not allowed to have a piece of scratch paper and a pencil.
- ✓ You are not allowed to leave the station during the exam.
- ✓ Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that talking/whispering/mouthing is not allowed during exam.
- ✓ You must keep both of your hands on or above the desktop during the exam.
- ✓ Also note that under no circumstances are you allowed to take a screenshot or photo of the exam or the exam results at any time during or after the session.

Violating any of these rules will result in a warning and may result in exam termination and loss of exam fee.

BE SURE TO CHECK THE COMPATIBILTY OF YOUR COMPUTER to include Audio/Video Check, Webcam Check and System Check. Prior to scheduling, click here. You must use Google Chrome Browser.



Please note that if your computer performs any system update (i.e. software, server, firewall, webcam, etc.) from the time you schedule your exam to when you attempt to launch your exam, you may experience issues with your compatibility. It is best to conduct another compatibility check on the machine that you will be taking your exam at least 24 hours prior to your scheduled exam. You may also check your compatibility before or after registering for your exam by clicking here.

LAUNCHING THE EXAMINATION

You can launch the examination up to 30 minutes before the scheduled start time.



If you have any questions regarding your compatibility check, or if you experience issues launching your exam, you may contact our remote proctoring technical support at (844) 267-1017. You may also initiate a chat after you close the Secure Browser Software by clicking here.



CONFLICTING TEST INFORMATION

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of examination. They are intended primarily to familiarize you with the style and format of questions you can expect to find in the examinations. The examples do NOT represent the full range of content or difficulty levels found in the actual examinations.

- 1. Pigments that are used for coloring concrete generally DO NOT affect concrete properties when the percentage by weight is kept below what MAXIMUM amount?
 - a. 3%
 - b. 6%
 - c. 8%
 - d. 10%
- 2. What MINIMUM size copper conductor type THW is required for a feeder circuit that is providing 3-phase, 480-volt power to a 10-horsepower and a 5-horsepower, wound rotor, motor load?
 - a. 8 AWG
 - b. 10 AWG
 - c. 12 AWG
 - d. 14 AWG
- 3. If the flow through a stream nozzle used on a non-sodded bank is greatly reduced, what is the most likely cause?
 - e. Reduced supply pressure
 - f. Cavitation
 - g. Back-siphonage
 - h. Clogged orifices
- 4. Vibration isolators used between a mechanical system and attached ducts shall be what MAXIMUM length?
 - a. 10"
 - b. 12"
 - c. 16"
 - d. 20"
- 5. Where is the shut-off valve installed in the relief discharge piping on a hot water heater?
 - e. A shut-off valve is not permitted
 - f. Between the relief valve and the heater tank
 - g. Not more than 12 inches downstream from the relief valve
 - h. Not more than 12 inches upstream from the connection to the building drainage system

Answers to sample questions: 1-b; 2-d; 3-d; 4-a; 5-a.



Click the Link to View Your Arizona Contractor Trade-Specific Content Outline

A General Engineering (Commercial) Content Outline
A-4 Drilling Content Outline
A-5 Excavating, Grading and Oil Surfacing Content Outline
A-7 Piers and Foundations (Commercial) Content Outline
A-9 Swimming Pools (Commercial)/General Swimming Pool Contractor (Residential) Content Outline
A-11 Steel and Aluminum Erection (Commercial)/(Residential) Content Outline
A-12 Sewers, Drains, and Pipe Laying (Commercial) Content Outline
A-14 Asphalt Paving Content Outline
A-15 Seal Coating Content Outline
A-16 Waterworks (Commercial) Content Outline
A-17 Electrical and Transmission Lines (Commercial) Content Outline
A-19 Swimming Pools, Including Solar (Commercial)/General Swimming Pool Contractor, Including Solar (Residential) Content Outline
B General Residential Contractor Content Outline
B-1 General Commercial Contractor Content Outline
B-2 General Small Commercial Contractor Content Outline
B-3 Limited Remodeling and Repair Contractor (Residential)/Commercial) Content Outline
B-4 General Residential Engineering Content Outline
B-5 Swimming Pools (Commercial)/General Swimming Pool Contractor (Residential) Content Outline
B-6 Swimming Pools, Including Solar (Commercial)/General Swimming Pool Contractor, Including Solar (Residential) Content Outline
B-10 Premanufactured Spas and Hot Tubs Content Outline
C-1 Drywall and Acoustical Systems Content Outline
C-3 Awnings, Canopies and Patio Covers Content Outline
C-4 Boilers, Steamfitting and Process Piping (Commercial) Content Outline
C-6 Swimming Pool Service and Repair Content Outline
C-9 Concrete (Residential/Commercial) Content Outline
C-10 Drywall and Acoustical Systems Content Outline
C-11 Electrical (Commercial) Content Outline
C-14 Fencing Content Outline
C-16 Fire Protection Systems (Commercial) Content Outline
C-24 Ornamental Metals Content Outline
C-36 Plastering Content Outline
C-37 Plumbing (Commercial) Content Outline
C-38 Signs Content Outline



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CR-37 Plumbing (Commercial) Content Outline

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CR-40 Insulation Content Outline

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CR-53 Water Well Drilling Content Outline

CR-54 Water Conditioning Equipment Content Outline

CR-56 Welding Content Outline

CR-57 Wrecking Content Outline

CR-58 Evaporative Cooling and Ventilating Residential/Commercial) Content Outline

CR-60 Finish Carpentry Content Outline

CR-61 Limited Remodeling and Repair Contractor (Residential)/Commercial) Content Outline

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- Recommended accommodation/modification
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